

DODGE COUNTY EXECUTIVE COMMITTEE

January 3, 2017, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Member(s) absent: None.

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; Emergency Management Director Amy Nehls; Deputy County Clerk Christine M. Kjornes; Assistant Corporation Counsel Kathilynne Grotelueschen; Land Resources and Parks Director Joyce Fiocco; Assistant Finance Director Eileen Lifke; Human Resources Director Sarah Eske(Hinze); Highway Commissioner Brian Field; Dodge County Sheriff Dale Schmidt; Clearview Administrator Jane Hooper; County Board Supervisor Harold Johnson; County Board Supervisor Jeff Caine; M3 Insurance Solutions Account Executive Pam Queoff; Wipfli Accountant Craig Tobin; Maas Brothers Company Project Manager Anthony Maas; Mass Brothers Company Risk Control/Human Resources Manager Eric Graf; and Watertown Daily Times Reporter Ed Zagorski.

Motion by Frohling, seconded by Miller, to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Maly, seconded by Miller, to approve the December 5, 2016 minutes as presented. Motion carried.

County Clerk Karen Gibson provided an oral report to the Committee regarding the 2016 Presidential Election Recount. Ms. Gibson reported that the Presidential Recount began on Thursday, December 1, 2016, and ended on the evening of Monday, December 5, 2016, and the canvass board reconvened on the morning of Tuesday, December 6, 2016 to finalize the recount paperwork. Ms. Gibson further reported that 43,760 ballots were recounted, and the process of counting two reporting units at one time went very well. Ms. Gibson reported that the total cost to Dodge County was \$20,261.37, and this amount has been submitted to the Wisconsin Elections Commission. At this time, Dodge County is waiting for reimbursement from the State.

Ms. Gibson provided a brief oral report to the Committee regarding the January and February County Board meeting dates. Ms. Gibson reported that County Board Chairman Russell Kottke has cancelled the January 2017 County Board meeting. The next County Board meeting will be held on Wednesday, February 22, 2017 because the Spring Primary election is on Tuesday, February 21, 2017.

Ms. Gibson provided a brief oral report to the Committee regarding the Wisconsin Counties Association Legislative Exchange. Ms. Gibson reported that the Legislative Exchange will be held on February 7-8, 2017, and typically the County Board Chair and Vice-Chair attend. Ms. Gibson further reported that the registration fee is \$150.00, and is due by January 20, 2017.

Maas Brothers Construction Company Project Manager Anthony Maas provided an oral report to the Committee regarding a Resolution to authorize allocation of IRS Tax Code 179D Energy Efficient Commercial Building Tax Deduction to Maas Brothers Construction Company for the Henry Dodge Renovation Project. Mr. Maas reported that Maas Brothers Construction Company

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was recently informed of the 179D tax deduction relating to energy efficient commercial buildings, and Maas Brothers Construction Company is requesting the allocation of 179D tax deduction for the Henry Dodge Renovation Project. Wipfli Accountant Craig Tobin reported that a walk-through of the Henry Dodge Office Building and a review of the construction plans must be performed to determine if the Henry Dodge Office Building qualifies for the 179D tax deduction.

Motion by Frohling, seconded by Maly, to approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution to authorize the allocation of 179D Energy Efficient Commercial Building Deduction to Maas Brothers Construction Company. Motion carried.

County Administrator Jim Mielke provided an oral report to the Committee regarding the use and the identification of county vehicles. Mr. Mielke reported that there have been concerns raised regarding the identification of county vehicles. Mr. Mielke further reported that the Highway Committee is scheduled to meet on January 12, 2017, and Highway Commissioner Brian Field will present a written policy regarding the use of take home vehicles. Supervisor Maly commented that there should be one county policy, not individual department policies. Supervisor Berres commented that county vehicle signage / identification should be consistent and at a minimum, have the Dodge County logo. Supervisor Maly distributed to the Committee members a draft six page policy entitled *Dodge County Vehicle Policy, Draft 1.0*, dated 01-03-17. The Committee continued with a discussion as to whether or not there should be a county-wide policy or individual department policies, and what type of markings or equipment would assist in making the county vehicles more visible. Dodge County Sheriff Dale Schmidt commented that if the Dodge County logo would be placed on the vehicles, it would need to be a larger size in order to have the desired effect of increased safety, and that reflective logos can be very costly. Supervisor Johnson commented that strobe lights would be an added safety feature if added to county vehicles. M3 Insurance Solutions Account Executive Pam Queoff reported that if a claim is filed involving a county-owned vehicle, the type of markings on the vehicle does not affect the coverage or if a claim will be paid. Ms. Queoff further commented that it is important to check Motor Vehicle Reports (MVR's) on individuals who drive county vehicles. Consensus of the Committee to have Administrator Mielke prepare a draft policy for the Human Resources and Labor Negotiations Committee to review at their January 17, 2017 meeting. Mr. Mielke will also discuss the draft policy at the Management Council meeting on January 24, 2017. Based upon feedback, an updated draft will be distributed to the Executive Committee prior to their February meeting, with a goal of discussion and consideration of the proposed policy to be held at the February 6, 2017 meeting. There was also consensus of the Committee that a policy would not require County Board approval.

Mr. Mielke reported to the Committee that the Claim for Damages submitted by Carole A. Schulte, wherein a Dodge County snow plow truck backed into a vehicle operated by Carole A. Schulte, will be paid as recommended by Wisconsin Municipal Mutual Insurance Company (WMMIC).

Mr. Mielke distributed to the Committee members a document listing Dodge County Insurance types, as well as the Insurer, the coverage limits, the policy period, and notes associated with the insurance type. Mr. Mielke indicated that the intent of this handout was to provide the Committee with an overview of the various insurance policies that Dodge County currently utilizes. Ms. Queoff reported that Forgery & Alteration coverage, Computer Fraud coverage, and Funds Transfer Fraud coverage have been added to the Employee Dishonesty Policy.

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The Committee had a discussion on the current role of the County Administrator, who supervises all department heads except Corporation Counsel. The Corporation Counsel is supervised by the Chairman of the County Board, and the Executive Committee acts as an advisory and policy-making body for the Office of Corporation Counsel. Assistant Corporation Counsel Kathilynne Grotelueschen reported that the language of the Wisconsin State Statutes is clear, and that §59.42(1)(a)-(b) of the *Wisconsin Statutes* state that the County Board can create the Corporation Counsel position, but the County Administrator appoints and supervises the Corporation Counsel. Motion by Frohling, seconded by Maly, to review and update the County Administrator contract, removing the language limiting the County Administrator's authority to appoint and supervise the Corporation Counsel, in order to comply with the Wisconsin State Statutes. Motion carried.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding a Resolution to complete the Simulcast Phase IV project. Ms. Nehls reported that the Simulcast Phase IV project will include the upgrade of the DOHWY 1 channel and the DOEM5 channel, and a price quotation has been received from Communications Service Wisconsin LLC, in the amount of \$322,285, for the installation of the new radio communications equipment. Ms. Nehls further reported that this is included in the 2017 Emergency Management budget. Motion by Miller, seconded by Marsik, to approve and forward to the County Board for consideration at its February 22, 2017 meeting, a Resolution to complete the Simulcast Phase IV project and to accept the price quotation from Communications Service Wisconsin LLC in the amount of \$322,285. Motion carried.

Ms. Kathilynne Grotelueschen provided an oral update to the Committee regarding the status of her review of contracts for various departments. Ms. Grotelueschen reported the following:

- 1) She is in the process of finalizing the terms of the agreement by and between the Dodge County Sheriff's Office and the Dodge County Emergency Response Team (DCERT); and,
- 2) She has completed the review and is waiting on signatures on a Professional Services Agreement from MSA Professional Services, Inc. (MSA), of Beaver Dam, Wisconsin, for the provision of professional services to the Land Resources and Parks Department in connection with a Community Development Block Grant program for improvements to housing units; and,
- 3) She is negotiating terms of an agreement with Otis Elevator and the Maintenance Department, for elevator maintenance; and,
- 4) She has reviewed and suggested revisions to Amendment 6 of an Agreement for Information Technology Services for the Dodge County Child Support Agency; and,
- 5) She has drafted an agreement by and between the Human Services and Health Department and the Paquette Center, to possibly share incentive funds from a Medicaid program; and,
- 6) She has reviewed and suggested revisions for services with the Sheriff's Office, regarding food services with Aramark, and health services with Correct Care Solutions; and,
- 7) She has reviewed a contract by and between the Emergency Management Department and IdentiSys, for the maintenance and repair services for an ID card printer.

Ms. Grotelueschen provided an oral update to the Committee regarding proposed changes to county meeting agendas and proper notice of committee meetings. Ms. Grotelueschen distributed to the Committee a Memo dated December 29, 2016, regarding the proposed changes to committee meeting agendas and the use of the Badke notice. Ms. Grotelueschen reported that in July of 2016,

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the Wisconsin Department of Justice, in a letter addressed to the Deputy District Attorney and the Corporation Counsel of Winnebago County, stated that the Badke notice used in Winnebago County would not be sufficient as proper notice when a quorum or a negative quorum of one committee attends a meeting of another committee. Ms. Grotelueschen further reported that the letter from the Wisconsin Department of Justice indicated that the proper way to notice a meeting when a quorum or a negative quorum of one committee attends a meeting of another committee, is to notice the meeting as a joint meeting of the two committees or have separate meeting notices for each committee. Ms. Grotelueschen also reported that she included a draft meeting notice with the memo that could be used and that would meet the requirements of the Wisconsin Open Meetings Law. Ms. Grotelueschen indicated that this type of meeting notice is not required for County Board meetings, and committee meetings may need to have a roll call of members which would be included in the minutes.

Mr. Mielke provided an oral update to the Committee regarding the proposed Economic Development Partnership Initiative with the Jefferson County Economic Development Consortium (JCEDC) and Glacial Heritage Development Partnership (GHDP). Mr. Mielke reported that Ms. Grotelueschen has drafted a Resolution, which was included in the packet materials for review, and he is requesting the Committee's feedback, with the intent to bring any changes to the February 6, 2017 Executive Committee meeting, and then forward to the County Board for consideration at their February 22, 2017 meeting. Mr. Mielke further reported that Executive Director of the JCEDC, Vicki Pratt, will provide a presentation to the County Board on the proposed Economic Development Partnership Initiative at the February 22, 2017 County Board meeting. Mr. Mielke reported that the JCEDC has the employees and the resources, and GHDP contracts with the JCEDC for staff. Ms. Grotelueschen indicated that Dodge County would be providing funds to the JCEDC to perform services for Dodge County and to a gain position on the GHDP Board, and clarified that the JCEDC is its own government entity. Mr. Mielke indicated that, due to the way it was organized, GHDP is not able to accept funds from a public entity. Supervisor Maly requested that the Jefferson County Board Chair sign the agreement.

Land Resources and Parks Director Joyce Fiacco reported that she anticipates Manager of Planning and Economic Development Dean Perlick will be resigning in March and he will be taking on a part-time position with the City of Fox Lake.

Chairman Kottke reported that he has no new information regarding the Proposed UW– Extension Reorganizational Plan.

Meeting adjourned at 10:45 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, February 6, 2017, at 8:30 a.m.**

Russell Kottke, Chairman
Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.